

2004 Florida Fuel Tax

Tips and Tricks for Using Fuel Tax Filing Software - Update

Release 2004.02.24 – Updates will be posted at <http://www.myflorida.com/dor/forms/fuelinst/tipstricks.pdf>

The following sections have been updated since the issuance of Release 2004.02.06

General Functionality

1. If the schedule totals are not carrying forward to the summary pages, you will need to exit and restart the application. If this does not resolve the problem, please contact the e-fuel technical helpline at 850-414-5792 or send an e-mail to e-fueltech@dor.state.fl.us.

Importing Files

1. The import file (whether delimited or flat) must contain some value in the Bill of Lading number (DOC_NUM or Document Number) field for a receipt or disbursement schedule.
2. When entering vendor information on the receipts and/or disbursements schedule, the vendor FEIN must match the vendor name for every row on that schedule. The import will abort if the FEIN/name pair is not identical.
3. You will receive an error on your import if the Origin/Destination Codes are blank. These fields must be populated in a valid format (e.g., IRS Terminal Code, 7- or 9-digit DEP Facility ID Code, or a 2 letter State Code).
4. If the import is an EBCIDIC format (AS/400, OS/390, etc.), a conversion program has been prepared to convert the data to ASCII. You can request this program by sending an e-mail to e-fueltech@dor.state.fl.us.
5. If the delimited file contains a header row (some applications produce a header row by default) then the import will fail. Delete the header row. Additionally, trailing commas (,,,) at the end of records should be deleted before import.

Printing

1. When printing the banking information, you will notice that the bank account type is inconsistent with your selection in the application. The printout is in error and will be corrected in a future release. The information in the application (on-screen) is correct.
2. To correctly print receipts and disbursements, one should exit the application, re-enter the application, select the taxpayer and then go straight to the Reports menu and print.

Communications (Transmitting a return)

1. A Run Time Error may occur when creating/transmitting a file or sending an incomplete EDI file to the Department through BSWA SecureNet. A revised executable file has been developed. You can request this executable (Version 1.1) by sending an e-mail to e-fueltech@dor.state.fl.us. Replace the old executable with the new version.

Operating System Notes

1. If you are trying to install the application on a computer with Windows 95 operating system, you may experience difficulties. Please contact the e-fuel technical helpline at 850-414-5792 or send an e-mail to e-fueltech@dor.state.fl.us to receive specific instructions.
2. Windows 98 users must install Year 2000 (Y2K) updates before installing and using this application.
3. Windows NT users must install Service Pack 4 or higher before installing and using this application.

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General Functionality

1. The program generates log files as it executes. Activities such as the communication process, file imports, EDI exports, etc. are logged for each session. Some of these are viewable from within the application itself, some are not. To obtain information from any of the log files use any text editor such as Word, WordPad, Notepad, etc to open the file. These files are located in the installation directory, C:\Program files\Fla Dept of Revenue\Fuels 2004. These files will have a '.log' extension.
2. The naming convention for the EDI output files is F1_<your fax number>_<your FEIN number>_<applied period>_<x> where x is either "whl" for the wholesaler files, or 'car' for the carrier files.
3. All of the data created by the application is located in two Access databases: wholesaler.mdb for the Wholesaler application and carrier.mdb for the Carrier application. It is recommended that you back-up these files frequently.
4. The program does not automatically calculate penalty and interest. If you wish to obtain these calculations, contact the Tax Information Services at 800-352-6371 or 850-488-6800.
5. These programs will also be available for download in a self-extracting format from our website www.myflorida.com/dor.

Help

1. The 2004 help information is not documented within the Carrier or Wholesaler applications. To access Help information from the 2003 Fuel Tax software, select from the Programs list, Fla. Dept. of Revenue Fuels EDI, Carrier Help or Wholesaler Help. Utilize this information as a general guideline for use of the 2004 applications. If you have any questions, **do not contact Florida Software or TrustFile**, contact Florida Department of Revenue at 850-414-5792 or email at e-fueltech@dor.state.fl.us. E-mail is preferred to allow for a more thorough response.
2. The 2004 forms are available for review or printing, to access the .pdf forms, select Fla. Dept. of Revenue Fuels EDI from the Programs list, and select Forms. There are 4 items, one for each form and one for each set of instructions.

Using the Application

1. Do not enter apostrophes (') in the name of any vendor (Taxpayer, Carrier, Seller, Purchaser, Consignor or Consignee). This will generate an error.
2. On the payment screen, no check digit algorithm will be applied to the ABA Routing and Transit number. No edits checks are performed on the account number information. Please verify the information on this window is accurate. An invalid number will be rejected when the file is translated by BSWA.
3. On the Receipts and Disbursements windows, there is a FIND button displayed. This button is not functional in the current version.
4. The 'ROLL-UP TOTAL' is a pre defined value as a carrier, seller and purchaser. You may select these values as defaults when entering information into these schedules. However, these values may be manually deleted, if so, you will have to re-create these values before a roll up transaction can be entered.

Importing Files

1. To import a flat file, set the company ID equal to the taxpayer FEIN. This is the first radio button in the Company ID (required for input) section on the Add New Taxpayer window or the Edit Taxpayer Info window.
2. To import delimited (comma separated) files, set the company ID equal to the company ID in the import file. This is the second radio button in the Company ID (required for input) section on the Add New Taxpayer window or the Edit Taxpayer Info window.
3. If returns for more than one taxpayer are contained within the same file, the import process will fail. All information within the import file should be for the selected taxpayer and specified period.

4. At this time, the applications do not support importing of the Carrier, Purchaser, Seller, Consignor and Consignee information that was available in last years software. This information will have to be entered manually into the 2004 applications. A separate program to support this functionality will be available shortly. To request this program, please submit a request to e-fueltech@dor.state.fl.us.
5. During the import process, a text file log will be created of the progress of the import and a description of any errors that are detected. This log is viewable in any text file editor such as Notepad.
6. After the import completes successfully, you should return to the File-> Select Taxpayer and Period window and select the corresponding taxpayer and period in the just imported file. You should be able to see all of the imported information under the Edit heading.

Printing

1. The Print Communications log menu item is not currently working. To view the communications log, open `communications.txt` in the installation directory, 'c:\Program files\Fla Dept of Revenue\Fuels 2004'. This file can be opened with any text editor such as Notepad.
2. On the Points of Origin and Points of Destination windows, all items are sorted regardless of the sub-group affiliation (i.e. State, IRS Terminal and DEP location).
3. Printing of the schedule O and schedule S on the carrier application does not work. Note that page 2 and the Totals page are in HTML forms. They can be printed by right clicking on the form and selecting 'Printing'. The form will print better if you select the Landscape orientation.

Communications (Transmitting a return)

1. Before a return can be transmitted, the communications environment must be set. If it is not, the error message 'Environment Not Set' is displayed. Select Edit from the toolbar, and then select Communications. At the Communications window, click the Contact information tab and fill in all fields. Next, click the Modem Settings tab and set the Default Values button. This will retain the information for future sessions.
2. When filing a return and/or payment (Transmit -> File Return), you are given an option of transmitting the return via dial up or manually sending the file using either FTP or BSWA SecureNet. The preferred method will be through BSWA SecureNet. If you need assistance with transmitting files using BSWA SecureNet, contact the e-fuel technical support desk at 850-414-5792 and we will assist you in this manual process.
3. If the transmit process within the application fails, there is a separate program that can be used to send the file. The name of the program is `vb32exam.exe`. Please contact us at 850-414-5792 if you are experiencing this problem and we will provide guidance on the use of this program to send the file.
4. On the Communications window, the fields, "Initialize string" and "reset string" have no effect. If you are transmitting via modem and have a non-Hayes compatible modem and have a need for these specialized settings, you will need to utilize the program listed above to support communications. Use of BSWA SecureNet alleviates this problem.
5. If transmitting via modem and the Auto Detect functionality does not detect the correct modem port, you will have to enter the port number manually. Typically, the correct port will be COM1, COM2, COM3, etc. You can try these until you obtain a connection. Make sure the baud rate is 9600. Use of BSWA SecureNet alleviates this problem.

Operating System Notes

This software will require one of the following operating systems to execute:*

1. Windows 95 (B and C)
2. Windows 98
3. Windows 2000
4. Windows NT
5. Windows XP (Professional and Home editions)

* For best results this installation should be run using at least 800X600 resolution and at least 16 bit color quality.